CHAPTER V.

VERIFICATION AND CUSTODY OF SUPPLIES DESPATCHED.

88. *Despatch of consignments and how to secure their deliveries.*—Indenting officers should state clearly in the columns provided for in the indent form the correct address and the nearest railway or sea-port station to which the supply of stationery indented for should be despatched. After the consignments have been booked, the Superintendent, Government Printing and Stationery, shall post to the indenting officers concerned the railway or steamer receipts and the advice note, i.e. the indent itself in original treated as an invoice for the supply made. On the receipt of the railway or steamer receipts, the indenting officer shall arrange to take delivery of the consignment. Should there be any error in the address to which the stationery has been despatched as mentioned on the packages and in the railway or steamer receipts or should the consignment not reach its destination in due course, the indenting officer shall intimate the fact to the Superintendent, Government Printing and Stationery, with the least possible delay and take such further action, as may be necessary, for securing delivery of the consignment. In case of delay in receiving the railway or steamer receipt or non-receipt thereof, the indenting officer shall on receipt of arrival notice from the railway or steamer authorities, take delivery of the consignment, by signing an indemnity bond, to avoid demurrage.

89. *Precautions in taking delivery.*—On the arrival of the consignment, the indenting officer shall have the packages carefully surveyed and the actual weight of the packages as given in the railway or steamer receipts, verified before taking delivery; and on taking delivery he shall have them stored in a dry and properly protected place. If there be any discrepancy between the weight noted in the railway or steamer receipt and that found at the time of taking delivery, open delivery should be taken and the articles checked in the presence of the railway or steamer authorities and compared with the indent in original and with the content slip enclosed in each package by the stationery office. Claim for any shortage should be preferred against the railway or steamer companies. Where this procedure has not been followed, no claim for shortages will be admitted by the stationery office.

90. *How consignments are to be verified.*—Usually consignments of stationery etc. shall be opened immediately and the contents of each package counted and compared with the content slip and with the entries in column "Quantity required and quantity passed by the Stationery Office" in the indent, in the presence of the indenting officer or a responsible person deputed by him, who shall watch the process and certify at the foot of the last page of the indent that he had done so. The receipt, i.e. the original indent, shall then be signed and forwarded without delay to the Superintendent, Government Printing and Stationery. The transmission of the receipt, i.e. the indent, shall on no account be delayed pending reference to the stationery office regarding short, or

excess receipt, which shall form the subject of a separate correspondence. A list of discrepancies found during the course of verification of the consignments should be invariably sent along with the indent, failing which, the indenting officer shall be held primarily responsible for the short receipts. Special attention is invited to this rule as, where the rule has been strictly complied with, by any receiving officer, the value of short receipts reported by him is either recovered from the packer of the stationery office who packed the supply or written off under the discretion of the Superintendent. The supervision of the unpacking and checking consignments of stationery etc. should be undertaken by the indenting officer concerned or a responsible officer deputed by him and in no case the work should be entrusted to any ministerial officer, unless the indenting officer or his deputy is unavoidably absent. In any case the responsibility of signing the receipt rests with the indenting officer and he shall take necessary precautions in the matter.

91. *Damage in transit and excess or deficiency in stock.*—If the contents of the packages differ from those given in the content slip and the column " Quantity supplied by the Stationery Office " in the indent, or if they have been damaged in transit to such an extent as will cause inconvenience or extra expense, the indenting officer shall at once intimate the fact to the Superintendent, Government Printing and Stationery, together with a report as to the outward condition of the package or packages concerned and an expression of his opinion, as to whether the package or packages appear to have been carelessly packed or badly made up or to have been maltreated or tampered with in transit. Slight breakages or other defects of a trivial nature, where no special attention is needed, need not be reported. The Superintendent, Government Printing and Stationery, shall take suitable steps to prevent a recurrence of any proved neglect on the part of his staff in packing of stationery cases which might have led to such a damage.

92. *Complaints about the quality of supplies.*—Complaints as to the quality of supplies received, shall be accompanied by an average sample of the article in question duly attested by the complaining officer as being part of the supply furnished by the stationery office on a specified date, particulars as to the marks on the articles or covering of the packages being also reported. To prevent fraudulent substitution of other than Government supplies, such complaints shall be admitted by the Superintendent, Government Printing and Stationery, only when they are preferred within three days of the opening of the packages.

93. *Power of the Superintendent in case of recoveries.*—The Superintendent, Government Printing and Stationery, can waive recoveries for shortages in all cases at his discretion after he has satisfied himself that no one can be held personally responsible for the loss.

94. *Supplies to local officers.*—(*i*) In the case of officers in the City of Bombay, the Superintendent, Government Printing and Stationery, shall send to the indenting officer by a post-card signed by the storekeeper an intimation of his having kept the supply ready for delivery

and shall appoint a day for the delivery of the articles passed thereon and issued. The indenting officer shall depute a responsible clerk to attend at the stationery office on the date so specified authorising him in writing to take charge of the supplies and formally sign the indent at the end in token of receipt of the supplies delivered. Objections on the part of the indenting officers must be made before the supplies leave the stationery office, and unless so made shall not be entertained.

(*ii*) It is not the duty of the stationery office to store stationery articles which have been drawn for delivery to local officers, and therefore on no account shall any delay be made by such officers in taking delivery of the stationery supplies which are due to them.

(*iii*) After obtaining the formal acknowledgment of the receiving clerk, the indent shall be sent by the stationery office to the indenting officer who should verify the supply received and certify that all the articles actually issued by the stationery office have been correctly received and properly accounted for. The indent shall be returned to the stationery office duly signed within seven days of its receipt.

(*iv*) Supplies of stationery drawn for local officers shall be removed by them at their own expense unless the Superintendent, Government Printing and Stationery, can conveniently arrange without any extra expense for the delivery of the supplies to the officers concerned.

95. *Disposal of old packing cases.*—Cases in which printed forms and envelopes or supplies of stationery have been received by officers in the mofussil either from the Manager, Yeravda Prison Press, or from the Superintendent, Government Printing and Stationery, shall, when empty, be sold by auction on the spot and the sale proceeds credited to Government. Officers in Poona, however, should make them over to the Manager, Yeravda Prison Press, and those in Bombay should deliver them to the stationery office, for re-use. Care must be exercised in opening packing cases received from this department and when empty cases are to be returned they should be properly closed without causing damage to the planks (Government Resolution, General Department, No. 927, dated 17th January 1928).

96. *Disposal of straw board covers.*—Straw board covers of old registers and books, etc., set apart for destruction should be preserved and the instructions of the Superintendent, Government Printing and Stationery, obtained regarding their disposal. Straw boards should not be cut to waste or thrown away. Those used for pasting notices, printed charts, plans, sketches of animals, maps, trees, etc., should not be prematurely discarded as soon as the purpose is served owing to their being out of date or illegible. The use of these card boards for binding purposes will effect economy in the consumption of straw boards and the procedure laid down should be carefully adopted. Straw boards used for bundling records should not be thrown away, when the bundles for which they are used are destroyed, but should be used until they become completely unserviceable.